

MINNESOTA JUDICIAL BRANCH TENTH JUDICIAL DISTRICT

Welcomes your interest in the position of

Court Administrator IV Wright County

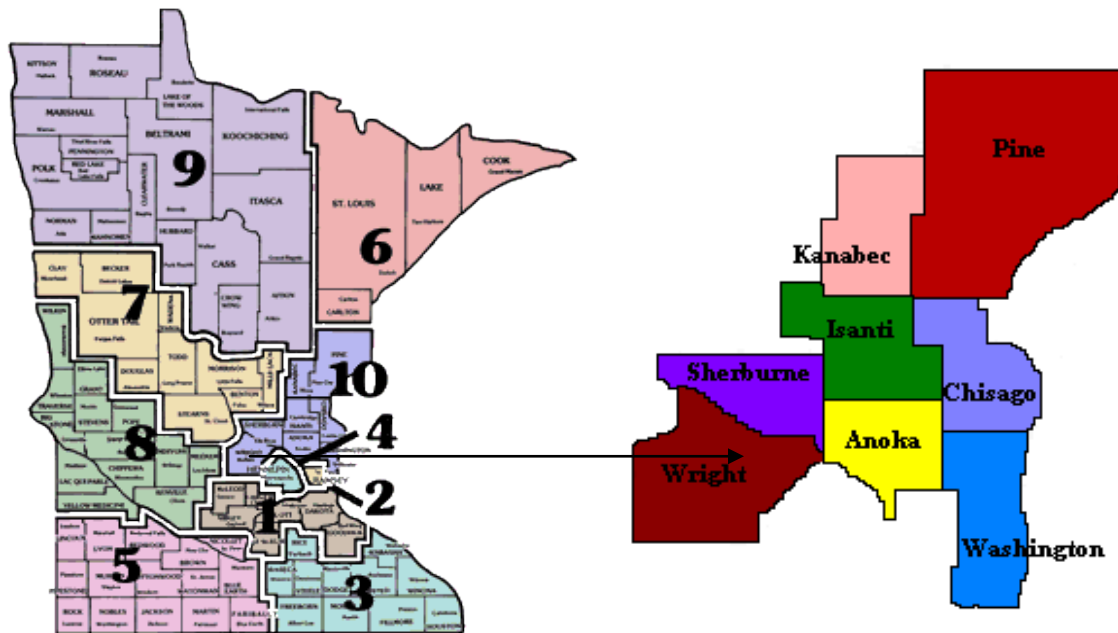
This position is being posted pursuant to the Judicial Council Hiring freeze criteria which allow promotions to fill a vacancy. You must be a State of Minnesota Judicial Branch employee to apply. If you are interested in the opportunity this position offers, please apply and we will work through any approval or exemption issues that arise. If you have questions, please feel free to contact Lynn Wagner, 10th District HR Manager.



The Position: Wright County District Court Administrator

This is a highly responsible management position in the Minnesota State Court System. The Court Administrator serves as the administrative head of the court system in the county where appointed. The Constitution of the State of Minnesota establishes the court administrator position who serves at the pleasure of the judges of the District.

About the Court:



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Wright County is part of the Tenth Judicial District within the Minnesota Judicial Branch. In addition to Wright, the Tenth Judicial District also includes the counties of Anoka, Chisago, Isanti, Kanabec, Pine, Sherburne, and Washington. Forty-five judges serve the district, which is the second largest of Minnesota's ten judicial districts.

Wright County has six judges, each of whom has a court reporter and law clerk. The court administration team consists of a court administrator, two supervisors, and 24 full-time staff (total implied need is 30 FTE). In 2008, there were over 22,000 filings and a WCL need of 6.4 judges.

About the County:

Due to its proximity to the Minneapolis/St. Paul area, Wright is one of the fastest growing counties in the state. The population is estimated to have increased by 19%

since the 2000 census counted a population of 89,986. Located in East Central Minnesota, Wright County is bordered on the north by the Mississippi River and the east by the Crow River. Farmland, rivers and lakes characterize the landscape of the county. Over 3000 acres are devoted to the park system, which features lake accesses, canoe routes, swimming beaches, wooded campgrounds, walking trails, skiing trails, and fishing piers.

Our Mission Statement:

To provide justice through a system that assures equal access for the fair and timely resolution of cases and controversies.

The Position:

This is highly responsible supervisory, administrative, and participatory work as a Court Administrator in Wright County District Court (Buffalo, MN) of the Minnesota State Court System.

Incumbents in these positions serve as the administrative head of the court system in the county and are responsible for organizing, directing and coordinating, through supervisors or deputies, the activities of subordinates engaged in the direct processing of cases as well as related staff support. Work is performed with independence under the supervision of the Chief Judge and Judicial District Administrator who review work based on reports, conferences and results achieved. Work includes the overall management of all case types.

Typical duties of the Court Administrator IV include, but are not limited to:

- Develops and manages the state court budget (\$1.7 million in FY09) and county budget (\$660,000); forecasts revenues and expenditures; participates in the development of performance measures; allocates staff to fulfill the operational needs of the court.
- Coordinates, organizes and supervises the management (through subordinate supervisors as necessary) of the various case processing activities of the court with regard to guidelines, work procedures, and caseload management. Maintains statistical records of caseload to determine needs. Wright County is in the process of implementing a Civil-Family block assignment system.
- Oversees record management including computer operations, record retention, storage of records, local recordkeeping, and reporting of court minutes. Wright County has an active digital imaging records management program.

- Supervises the financial aspects of local court operations including the collection, receipt and accounting for fees, fines, bonds and escrow funds; maintains safe custody of funds and valuables, invests or distributes funds, and maintains financial records; prepares and reviews periodic financial, statistical and other administrative reports.
- Interprets and executes statutory mandates, rules of court, and judicial system policies as they relate to administrative matters.
- Assigns or supervises and directs the work of all non-judicial employees of the Court Administrator's Office. Directs court personnel management including recruitment, hiring, training, motivation, performance evaluation, assignment, discipline, and discharge. Administers judicial personnel regulations and the provisions of collective bargaining contracts.
- Assists the judiciary and the Judicial District Administrator in the formulation and implementation of policy. Develops or modifies procedures to insure compliance and supervises their implementation; evaluates the ability of the functions carried out and makes recommendations for program changes.
- Formulates and implements policy with respect to the operation of court administration at the county level, not in conflict with the district administrator's policies; develops or modifies procedures to insure compliance and supervises their implementation; evaluates the quality of court administration functions and makes program changes as necessary.
- Implements the local trial court automated information system; coordinates with Judicial District Administrator regarding system modifications and training.
- Plans and organizes space management; plans court facilities, maintenance of buildings, and security of facilities. Meets with officials to plan and monitor procedures, office layout and design.
- Advises judges and lawyers concerning the administrative procedures of the court; identifies deficiencies in documents submitted by litigants and counsel. Drafts proposed orders upon request.
- Analyzes and prepares court security plans and coordinates with local law enforcement on high-risk trials.
- Represents the court in non-judicial matters with others such as sheriff, public groups, news media, committees, planning groups and the general public.
- Prepares routine and special reports of activities to promote the more efficient and effective management of the court system, suggesting changes to the local trial court judges and the Judicial District Administrator.
- Analyzes and recommends cost containment measures for jury operations to the trial court judges and the Judicial District Administrator.
- Determines educational and training plans for staff.

- Conducts continuing research and evaluation of court programs and operation, including the development and application of improved methods of administration for the purposes of increasing the efficiency and effectiveness of court administration.
- Resolves complaints on court related matters from the public, law enforcement, attorneys and others.

Examples of Knowledge, Skills, and Abilities

- Ability to lead an actively growing county court operation and manage duties attendant to processing 22,000+ cases with 6 chambered judges and 26 staff.
- Knowledge of court procedures and policies, legal documents, laws, and legal factors pertaining to the various divisions and functions of the unified district court.
- Knowledge of the organization, operations, functions, and scope of authority of the unified district court.
- Ability to make work-related decisions in accordance with laws, regulations, and court policies and procedures.
- Ability to supervise the maintenance of a variety of complex records and prepare reports from such records.

Qualifications:

(Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above).

Graduation from an accredited four year college or university with a bachelor's degree in business, public administration, court administration or related field; supplemented by a master's degree in judicial administration or related field and thorough court supervisory, management and administrative experience.

A Court Management Program (CMP) Certificate or certification as a Fellow of the Institute for Court Management, National Center for State Courts, is desirable.

Compensation & Benefits:

The salary range for this position is \$29.31 - \$45.46 hourly (\$61,199 - \$94,920 annually).

The Court provides an excellent benefits package that includes:

- Health and dental insurance
- Retirement plan

- Deferred Compensation
- Health Care Savings Plan
- Life, Disability, and Long Term Care Insurance
- Life Insurance Policy
- Vacation, Sick, and Holiday leave

To Apply:

Please apply online through the NEOGOV system. In addition, please upload and attach your cover letter and resume to your online application.

The application deadline is Thursday, July 23, at 5:00 PM.